

## AIRAH Portfolio Group Terms of Reference CENTENARY

### 1. Objective

To assist the Australian Institute of Refrigeration, Air Conditioning and Heating (AIRAH) in preparing for AIRAH's 100th birthday in 2020, and ensuring the milestone is celebrated in a significant yet appropriate manner, reflecting the diversity and history of the organisation. The group will develop a plan that includes both national and local activities, before and during AIRAH's birthday, and allocate resources appropriately.

### 2. Membership

a. The **CENTENARY** Portfolio Group (the Group) shall consist only of current members of AIRAH, including at least one representative from:

i. The Board of Directors (the Director), Associate Directors or a member of the National Reference Group

ii. AIRAH National Office.

b. All current members of AIRAH (member) are eligible to nominate for membership of the Group (Group Member).

i. All nominations for membership shall be assessed by the Chief Executive Officer, making a recommendation to the Board of Directors.

ii. Upon approval by the Board of Directors, the Chief Executive Officer shall be authorised to issue a Notice of Appointment.

iii. A Group Member shall be appointed for a period of two (2) years from the issuing of a Notice of Appointment.

iv. An individual's membership of the Group shall cease after two (2) years from the issuing of a Notice of Appointment, upon voluntary resignation, expiration of their AIRAH membership or through a decision of the Board of Directors.

v. The Chairperson may choose to cease an individual's membership of the Group where they fail to attend two consecutive meetings without notification.

c. Each Divisional/STG Committee may nominate at least one Member to act as their representative to the Group.

i. A Group Member nominated by a Divisional/STG Committee shall be responsible for briefing their respective Divisional/STG Committee on the progress of the Group.

d. The Director shall retain membership always unless determined otherwise by the Board of Directors.

e. A minimum of five (5) Group Members will be required at any given time.

### 3. Operating Principles

a. The Group shall be led by an elected Chairperson (the Chairperson)

i. The Director shall act as Chairperson (Chairperson) until a suitable successor is found.

ii. All Group Members shall be eligible to nominate to be Chairperson.

iii. The role of Chairperson shall be held two years following the first meeting of the Group or the last vote for the role of Chairperson, whichever is later.

iv. The Chairperson is not authorised to make any representations on behalf of AIRAH unless approved in writing by the Chief Executive officer.

b. Email shall be used as the general method of communication.

c. Meetings:

- i. All meetings will be held face-to-face and/or via teleconference
  - ii. To be valid meetings shall require a quorum of three (3) and must include the Chairperson and the Secretariat or delegates thereof.
  - iii. The Group may have in attendance such other persons as it deems necessary to provide appropriate information and explanations.
  - iv. The Secretariat shall draw up an Agenda to be circulated at least one week prior to each meeting. The Agenda shall be distributed to all group members and other invitees.
  - v. The Chairperson shall be able call an extra-ordinary meeting of the Group if so requested by any group member or by the Board of Directors.
  - vi. The Chief Executive Officer and all members of the Board of Directors shall be entitled to attend all meetings of the Group.
  - vii. Group Members shall be responsible for all expenses associated with their attendance at face-to-face meetings unless otherwise indicated.
  - viii. All Group meetings shall be minutes taken and made available to all members of AIRAH upon request unless marked as 'in confidence'.
- d. The Group shall give notice to the Chief Executive Officer of its program and requirements.
  - e. The Director shall be required to report to the Board of Directors on the progress of the Group.
  - f. The Group shall annually assess its effectiveness and the contribution of individual group members. Changes in membership, roles or responsibilities shall be determined by the Board of Directors based on recommendations from the Group.
  - g. Group Members must identify any real or perceived conflict of interest relating to general or specific activities of the Group.

***Note: The groups Terms of Reference (ToR) must be firstly approved by the Board***

#### **4. Responsibilities**

The duties of the **CENTENARY** Portfolio Group are as follows:

- a. To develop an annual three-year **CENTENARY** Plan that shall be reviewed and authorised by the Board of Directors. The Plan shall identify – please see below a list of generic topics that could be included:
  - i. How to celebrate AIRAH's 100<sup>th</sup> birthday in a significant yet appropriate manner.
  - ii How to ensure these celebrations reflect the diversity and history of the organisation.
  - iii Activities to be run both nationally and locally, before and during the birthday.
  - iv Resources allocation.
- c. Advise on marketing strategies to increase the awareness and profile of AIRAH.
- d. Assist in the development of the AIRAH Policy Platform with National Office.
- e. Assist with ad hoc requests from National Office relating to day-to-day activities as required.
- e. Align with the work of other Portfolio Groups as required.
- f. Examine any other matters referred by the Board of Directors.
- g. Make recommendations to National Office and the Board of Directors based the above points.

#### **5. Authority**

a. The Group is authorised by the Board of Directors to investigate any activity covered by its functions and responsibilities.

b. The Group is authorised to seek any information it requires from National Office and the Chief Executive Officer.

c. The Group shall have no executive powers about its findings and recommendations other than those bestowed by the Board of Directors.